

**BY ORDER OF THE COMMANDER
LITTLE ROCK AIR FORCE BASE**

**LITTLE ROCK AIR FORCE BASE
INSTRUCTION 24-201**

23 APRIL 2013

Transportation

**MAINTENANCE RECOVERY TEAM
SHIPPING INSTRUCTIONS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 19 LRS/LGLOQ

Certified by: 19 MSG/CC
(Colonel Tracey L. Watkins)

Supersedes: LITTLEROCKAFBI24-201,
18 April 2007

Pages: 9

This instruction implements AFPD 24-2, *Preparation and Movement of Air Force Materiel*, AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, AFI 24-203, *Preparation and Movement of Air Force Cargo*, AMCI 21-108, *Logistics Support Operations*, DoD 4500.9R Part II *Cargo Movement*, and MIL-STD 129, *Standard Practice for Military Marking*. It provides guidance and assigns unit and section specific responsibilities for shipments of Maintenance Recovery Team (MRT) personnel and equipment. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*.

SUMMARY OF CHANGES

Cargo Movement Operation System (CMOS) has changed to Global Air Transportation Execution System (GATES). Paragraph 12 was added to describe the Contingency, Exercise, Deployment (CED) orders process.

1. SCOPE. This instruction applies to all units and activities assigned and/or attached to Little Rock AFB AR.

2. Overview. MRT taskings: MRTs are tasked by 618th TACC/XOCL directly to the Maintenance Operations Center (MOC) when an off-station aircraft is broken and requires repair. MRT support falls into one of two categories: (1) AMC Operational Missions such as Channel missions and Off-station trainers; or, (2) in support of a "Named or Numbered" Contingency Operation, HUMRO, Exercise or Special Assignment Airlift Mission (SAAM).

3. If the aircraft is deployed in support of AMC operations (first category), the MRT uses DTS created TDY Orders published by the MOC Senior or designated representation. Figures 1 and 2 describe the MRT cargo and informational flow between the Maintenance Operations Center (MOC), supporting MRT unit, and Logistic Readiness Squadron (LRS). Sections within LRS are: Aircraft Services (LGRA); Air Terminal Operations Center (ATOC); and Cargo Movements (LGRDDC). Paragraph 12 describes the Contingency, Exercise, Deployment (CED) orders process.

Figure 1. MRT Cargo Flow

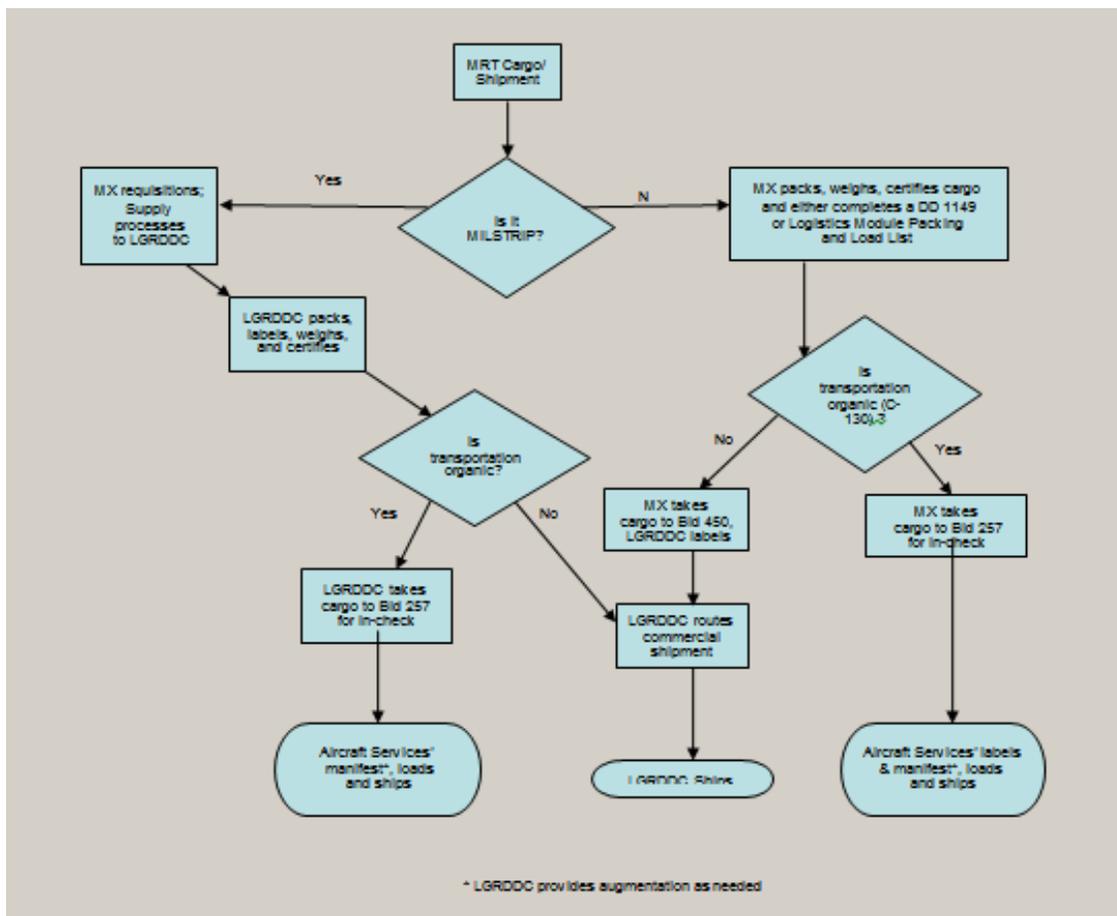
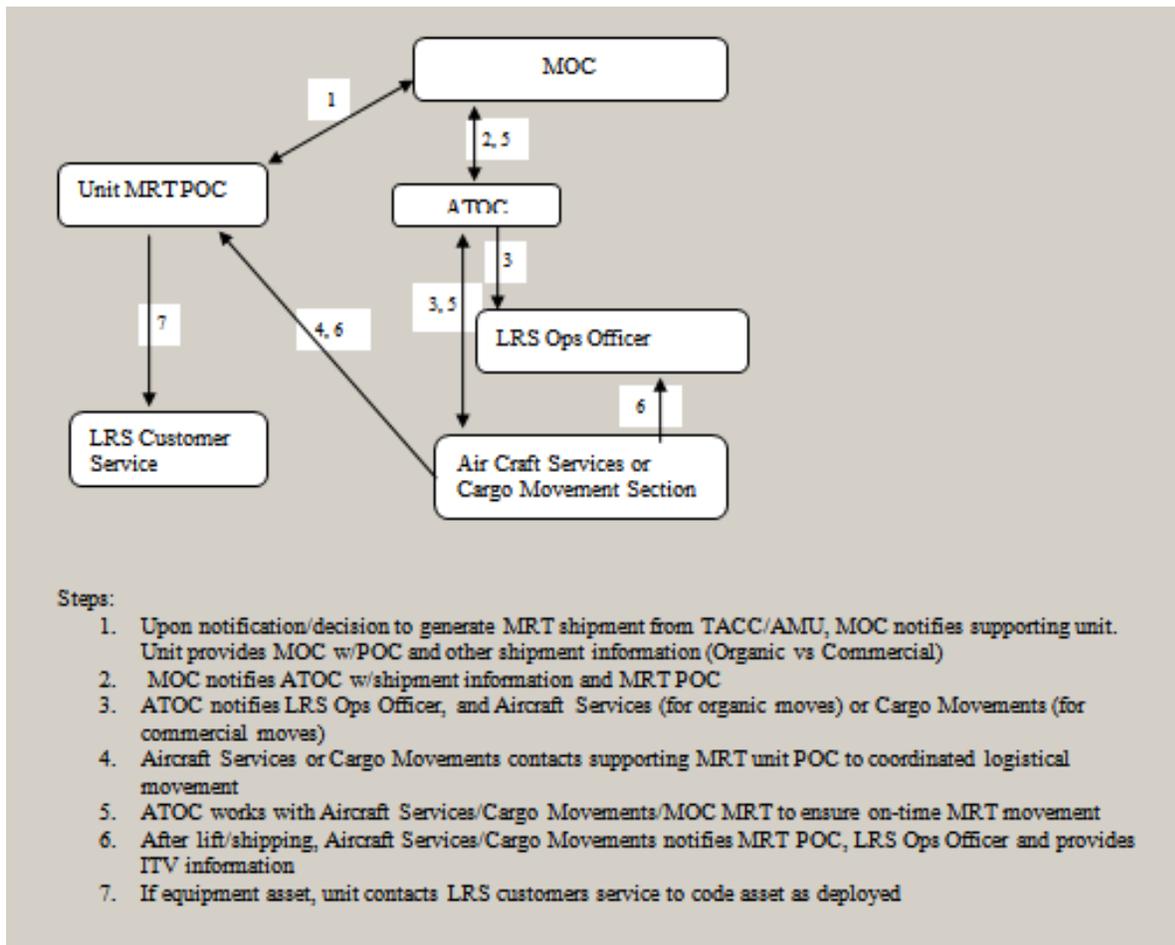


Figure 2. MRT Information Flow



4. MOC Responsibilities:

- 4.1. Upon notification/decision to generate MRT shipment from TACC/AMU, MOC notifies supporting unit. Unit provides MOC with POC and other shipment information (i.e., going organic or commercial, MILSTRIP or non-MILSTRIP).
- 4.2. Contact ATOC at ext 7-3086 or 7127 with POC and shipment information (i.e., going organic) or commercial, MILSTRIP or non-MILSTRIP)

5. MRT Generating Units Responsibilities:

- 5.1. For MILSTRIP shipments, units will requisition parts IAW established procedures, and supply will provide the part to the Cargo Movements (19 LRS/LGRDDC) Section. LGRDDC will process and ship commercially or take to Aircraft Services (LGRA) for organic airlift (i.e., C-130).
- 5.2. For non-MILSTRIP shipments, units must determine if the shipments going via organic lift or commercially.
 - 5.2.1. **Commercial shipments:** coordinate with 19 LRS/ LGRDDC on date, and time the cargo is going to be delivered to building 455.

5.2.1.1. Complete a DD Form 1149 IAW AFI 24-203, Para 3.1.2.1 and if it is hazardous materials, the units Hazardous Material Technical Specialist is required to provide Shipper's Declaration of Dangerous Goods forms IAW AFJMAN 24-204. Additionally, USAF/ILGD has directed mandatory use of the web-based Form DD 1149, which can be found at: <https://isotools.wpafb.af.mil/dd1149>.

5.2.1.2. The unit's Reusable Container Monitor must ensure the property is properly packed IAW any Special Packaging Instructions (SPI), or provide an AF Form 451, **Request for Packaging Service**. If a crate needs to be built, contact the Packing and Crating Section as soon as possible, or at a minimum of 24-hours prior to aircraft departure at ext 7-8832/8839, or after duty hours at 454-0827.

5.2.1.3. The unit must contact the Supply Customer Service Center at ext 7-6009 prior to shipping equipment assets off the installation to ensure they are properly coded as "**Deployed**".

5.2.1.4. If required, the unit can contact Vehicle Operations at ext 7-6087 to coordinate ground transportation requirements (forklift or tractor trailer) to move the equipment from the unit to the cargo marshalling yard (building 257).

5.2.2. **Organic shipments:** coordinate with LRS' Aircraft Services (LGRA) on date, and time the cargo is going to be delivered to building 257. The providing unit is required to deliver the equipment to the cargo marshalling yard (building 257) at least 4-hours prior to the scheduled aircraft departure. Shipment must be accompanied by a qualified technical specialist appointed on letter by the commander. Cargo arriving late, within the 4-hour window will be processed as fast as possible; however, if the delay jeopardizes the launch sequence timing, then the unit inherits some or all of the late aircraft departure responsibilities.

5.2.2.1. The unit representative will provide a DD Form 1149, Requisition And Invoice/Shipping Document, or Logistics Module Packing and Load Lists to the Cargo Movement Section Personnel at building 257, cargo marshalling yard. Additionally, the unit representative will ensure the Cargo Movement Representative is made aware of any special handling instructions i.e. Classified, Sensitive, or HAZMAT. Additionally, USAF/ILGD has directed mandatory use of the web-based Form DD 1149, which can be found at: <https://isotools.wpafb.af.mil/dd1149>.

5.2.2.2. Ensure the shipping documentation includes applicable information (destination, local point of contact, telephone number, aircraft mission number, tail number, parking spot, enroute locations, and scheduled departure date and time). If this is a higher headquarters-directed shipment, the unit must provide the name, organization, and telephone number of the individual directing the mission.

5.2.2.3. If the shipment is hazardous materials, the units Hazardous Material Technical Specialist is required to provide Shipper's Declaration of Dangerous Goods forms IAW AFJMAN 24-204.

5.2.2.4. The unit's Reusable Container Monitor must ensure the property is properly packed IAW any Special Packaging Instructions (SPI), or provide an AF Form 451, **Request for Packaging Service**. If a crate needs to be built, contact the Packing and

Crating Section as soon as possible, or at a minimum of 24-hours prior to aircraft departure at ext 7-8832/8839, or after duty hours at 454-0827.

5.2.2.5. The providing unit will ensure the proper marking and weighing of all rolling-stock such as aircraft engines, props, carts, generators, and items over 10-feet long with a center-of-balance IAW MIL-STD 129 before providing to the cargo marshalling yard.

5.2.2.6. The unit must contact the Supply Customer Service Center at ext 7-6009 prior to shipping equipment assets off the installation to ensure they are properly coded as “**Deployed**”.

5.2.2.7. If required, the unit can contact Vehicle Operations at ext 7-6087 to coordinate ground transportation requirements (forklift or tractor trailer) to move the equipment from the unit to the cargo marshalling yard (building 257).

5.3. Destination and requirement changes, problems, will immediately be coordinated with ATOC at ext 7-3086 or 7127 and the LRO at ext 7-5767 or 7525, after duty hour’s contact cell # 425-7021.

6. ATOC Responsibilities

6.1. Upon MOCs MRT notification, find out if the movement is MILSTRIP, organic, and/or requires commercial passenger travel support.

6.1.1. If commercial (passengers or cargo), find out the destination, MRT squadron POC, telephone number, type of cargo/number of passengers to be shipped/processed, and pass along this info to Traffic Management (for cargo ext 7-5060/3130, after duty hours 454-0827; passengers ext 7-6568/6299, after duty hours 837-9750).

6.1.2. If organic, find out the destination (w/enroute stops), MRT squadron POC, telephone number, type of cargo/number of passengers to be shipped/processed, aircraft mission number, tail number, parking spot, date/time of aircraft departure, and estimated time the cargo will arrive at building 257’s cargo marshalling yard. Additionally, ensure all the above info is/has been passed to Aircraft Services (7-6497/8137/5108).

6.2. Notify the LRO Duty Officer at ext 7-5767 or 7525, after duty hour’s contact cell # 425-7021, and responsible work center

7. Logistics Readiness Sq Ops Officer’s Responsibilities:

7.1. Act, as representative for the Sq CC during after-duty hours or at any time deemed necessary.

7.2. Upon ATOC notification of an MRT, confirm and coordinate the shipment with the Maintenance Operations Center (MOC) at ext 7-5495. Find out if the MRT passengers and cargo are going out either commercially, or organic (C-130).

7.2.1. If commercial (passengers or cargo), find out the shipping destination, MRT squadron POC, telephone number, type of cargo/number of passengers to be shipped/processed, and pass along this info to Traffic Management (for cargo ext 7-5060/3130, after duty hours 454-0827; passengers ext 7-6568/6299, after duty hours 837-9750).

7.2.2. If organic, find out the destination (w/enroute stops), MRT squadron POC, telephone number, type of cargo/number of passengers to be shipped/processed, aircraft mission number, tail number, parking spot, date/time of aircraft departure, and estimated time the cargo will arrive at building 257's cargo marshalling yard. Additionally, ensure all the above info is/has been passed to Aircraft Services (7-6497/8137/5108).

7.3. Monitor the movement of the MRT through close coordination with the MOC, unit POC, Aircraft Services, and/or Traffic Management. Coordinate among various sections to ensure requirements are met for the following:

7.3.1. Cargo arriving, on-time to building 257.

7.3.2. Cargo properly in-checked and all discrepancies (paperwork, weight, center of balance, hazardous certification) resolved.

7.3.3. Cargo properly manifested in GATES and is "lifted/released" thirty minutes after aircraft departure.

7.3.4. On-time delivery of all final manifests, cargo and passengers to the aircraft to ensure safe loading and on-time departure.

7.3.5. Ensure adequate supervision for "quick turn" aircraft.

7.4. For transportation delays, coordinate with the appropriate work center(s) involved and provide the LRS Operations Officer with a written, detailed account of what happen, and a suggested corrective course of action.

8. Logistics Readiness Aircraft Service's Responsibilities:

8.1. Coordinate cargo delivery to Bld 257 with unit MRT POC (Non-MILSTRIP), or LGRTC (MILSTRIP)

8.2. Inspect cargo for airworthiness, identify shipping discrepancies, and provide customer assistance in order to rectify discrepancies.

8.3. Validate markings, weight, and SPI requirements to include the proper shipping destination.

8.4. Once the equipment has been inspected the paperwork with the essential information will be in-checked, manifested, and processed into the Global Air Transportation Execution System (GATES) for accountability and in-transit visibility (ITV).

8.5. GATES will produce the shipping labels and the transportation representative will ensure they are properly affixed to the cargo for shipment.

8.6. After all the cargo has been manifested within GATES the transportation representative will ensure the equipment is properly load planned within the Automated Air Load Planning System (AALPS). The certified load planner has to validate the load plans and ensure the Aircraft Center Load (ACL) is airworthy.

8.7. Any type of last minute shipment changes will be annotated on the shipping document and label, and then updated within GATES.

8.8. Palletize shipment only as required.

8.9. Safely load aircraft passengers and cargo to ensure aircraft departure.

8.10. Once the aircraft is airborne the transportation representative will lift/release the shipment within 30 minutes from departure. This is to ensure the aircraft has not turned around due to some type of aircraft or mechanical problem.

9. LRS Deployment and Distribution Responsibilities:

9.1. Ensure passenger and cargo processing capabilities are available 24/7 to:

9.1.1. Perform commercial passenger movement

9.1.2. Perform commercial cargo movement

9.1.3. Assist Aircraft Services/unit MRT POC in SPI validation, preparation of DD1149, GATES manifesting/release, and hazardous cargo certification

10. Logistics Readiness Vehicle Operations Responsibilities:

10.1. Dispatch a driver and appropriate vehicle (if required) to transport palletized and/or oversized cargo from the unit to the cargo marshalling yard (building 257).

11. Glossary of Terms:

11.1. Maintenance Recovery Team (MRT): Special team and the needed equipment used to recover an aircraft.

11.2. Military Standard Requisitioning and Issue Procedures (MILSTRIP) Shipment: Military shipment processed through the supply system.

11.3. Mission Capable (MICAP) Shipment: Shipment processed within the supply system to satisfy a grounding condition on an aircraft.

11.4. Non-MILSTRIP Shipment: Military shipment processed outside of the supply system.

11.5. Special Packaging Instruction (SPI): Containers specified by Air Force Materiel Command for specific cargo.

12. If the aircraft mission is deployed in support of the second category, the MRT deploys using Contingency, Exercise, Deployment (CED) orders.

12.1. CED Orders: 618th TACC/XOCL provides tasking information to AMC/A40L who establishes the UTC, ULN, AFSC and equipment/tool/supplies requirement in DCAPES.

12.2. Departure timing and mode of travel is determined by TACC/XOCL and is subject to change with minimum notification.

12.3. Team composition and requirements are jointly determined by XOCL, deployed Aircraft Commander, Flight Engineer, Crew Chiefs and senior homestation maintenance technical systems experts. AFSC requirements may change from original tasking info and adjustments must be made.

12.4. IDRC/DCC Standby (IDRC/DCC normal duty hours) receive tasking notification from MACC Senior and based on tasking requirements direct supporting agency actions.

12.5. IDRC/DCC will validate tasking requirements with MACC to ensure DCAPES info is loaded and correct before determining support agency requirements and actions.

12.6. Based on deployed location and movement timing, IDRC/DCC will contact MDG Public Health and IDRC/PRF Standby for Medical Clearance and CED Orders.

12.7. If the location and environment warrant A/C MOBAGs and or weapons, LRS/WRE Standby will be contacted. Weapons issue requires member to be current in the type of weapon to be issued and the member must present the AF Form 522 to WRE personnel.

BRIAN S. ROBINSON, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 24-2, *Preparation and Movement of Air Force Materiel*, 27 April 2011

AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, 3 December 2012

AFI 24-201, *Cargo Movements*, 10 March 2005

DOD 4500.9R Part II, *Cargo Movement*

MIL-STD 129, *Standard Practice for Military Marking*

Prescribed Forms

None

Adopted Forms

None

Abbreviations and Acronyms

AALPS—Automated Air Load Planning System

ACA—Airlift Clearance Authority

ACL—Aircraft Load

AMC—Air Mobility Command

ATOC—Air Center

GATES—Global Air Transportation Execution System

IAW—In Accordance With

ITV—In-transit Visibility

LRO—Logistics Readiness Officer

MICAP—Mission Capable

MILSTRIP—Military Standard Requisitioning and Issue Procedures

MOC—Maintenance Center

MRT—Maintenance Recovery Team

POC—Point Of Contact

SPI—Special Packaging Instructions